



June 21, 2023  
Position Announcement #23-06  
Probation Officer Assistant

**UNITED STATES DISTRICT COURT  
Northern District of Illinois  
U.S. PROBATION OFFICE**

**POSITION ANNOUNCEMENT NUMBER:** 23-06

**POSITION TITLE:** U.S. Probation Officer Assistant

**OPENS:** Wednesday, June 21, 2023

**CLOSES:** Open until filled. Priority will be given to applications received prior to 5PM on Friday, July 7, 2023.

**TYPE OF APPOINTMENT:** Full Time / Permanent Appointment

**CLASSIFICATION LEVEL/SALARY:** CL-23 (\$48,554- \$74,564)

CL-24 (\$49,929- \$78,742)

CL-25 (\$53,014- \$84,864)

*Classification level will be based on qualifications and experience.*

*Promotion potential from CL 24 to CL 25 without further recruitment.*

**NUMBER OF POSITIONS:** More than one vacancy may be filled.

**LOCATION:** Chicago, IL or Lisle, IL

**AREA OF CONSIDERATION:** Open to the public

**POSITION OVERVIEW:** The United States Probation Office, Northern District of Illinois, is currently recruiting for a Probation Officer Assistant. The Probation Officer Assistant (POA) serves in a judiciary law enforcement position. The incumbent provides technical and operational support and assistance to probation officers in a variety of areas, including assisting with compiling information for investigations, assisting with and monitoring select offenders/defendants; drafting reports and correspondence; and assisting with similar operational duties.

**DUTIES & RESPONSIBILITIES:**

- Under the guidance and direction of a U.S. Probation Officer (USPO), supervise a caseload comprised of low intensity cases. Responsibilities may include placing telephone calls, conducting office contacts, gathering, and reviewing financial documentation, maintaining case files, entering information into PACTS, issuing reports to the Court, and participating in Court hearings as needed.
- Provide technical, administrative, and case management support to probation officers and other members of the court unit.
- Will interact with offenders/defendants through office visits and by telephone under the supervision of USPOs/SUSPOs. At the direction of the USPO/SUSPO, will investigate employment, other sources of income, lifestyle factors, and associates to help assess offender risk and monitor compliance with court ordered conditions.
- Assist officers in the performance of select investigations, including: compiling criminal histories/profiles, gathering pertinent demographic, employment, and personal information needed for proper supervision of those on active supervision, conducting inquiries with collateral agencies, and performing other similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of reports and assist in identifying community resources to meet the special needs of offenders/defendants.
- Process record checks on active cases through local and national databases, including those designed to provide arrest, financial and social media information. Perform periodic record checks on other caseloads, including inactive supervision and immigration cases.

- May assist USPOs with interviews of new releases in the probation office and gather initial information and documents to assist USPOs with reentry planning.
- Under the direction of a USPO, will communicate with other organizations and persons concerning offenders' behaviors and conditions of supervision. May assist USPOs with collection of information to be in reports forwarded to the Court.
- Assist Senior USPOs with entry and tracking of offender schedules into the location monitoring (LM) database, installing and removing LM devices in the probation office, as well as the inventorying and management of LM equipment.
- Conduct/observe urinalysis, and potentially breathalyzer, testing and processing in the probation office setting. Maintain appropriate records and assist with mailing/transport urinalysis tests and materials to laboratories for confirmation. Maintain supply inventories.
- Photograph and fingerprint offenders/defendants for entry into JABS computer database.
- May assist Senior USPOs with the review/oversight of computer monitoring software.
- Under the supervision of a USPO/SUSPO, may assist with Residential Reentry Center (RRC) orientation meetings.
- May assist officers and non-English speaking offenders/defendants, family members, and witnesses in translations.
- Participate in ongoing training and development of programs.
- Perform other duties as assigned.

**MINIMUM PROFESSIONAL QUALIFICATIONS:**

- Unquestioned integrity and exemplary character.
- **Less than 37 years of age at time of appointment.** (Due to Hazardous Duty/Law Enforcement position classification).
- High school graduate or equivalent and have two years of general experience and at least one year of specialized experience.
  - Specialized experience is described as: Progressively responsible clerical or administrative experience requiring the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies and similar.
- Excellent oral and written communication skills.
- Ability to work under pressure of short deadlines.
- Ability to follow detailed instructions accurately.
- Ability to follow safety procedures.

**MEDICAL REQUIREMENTS:** Prior to appointment, the applicant considered for this position will undergo a medical examination and drug screen. Upon successful completion of the medical examination and drug screen, the applicant will be appointed under a provisional status, pending the completion of a favorable background investigation. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness- for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants are available for public review at <http://www.uscourts.gov/>.

**PREFERRED QUALIFICATIONS:**

- Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration.
- Progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.
- Entry level knowledge of the roles and functions of the federal probation office, including general knowledge of practices and procedures used in probation.
- Entry level knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, Federal Bureau of Prisons, Federal Public Defender's Office and other organizations.
- Entry level knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities.
- Knowledge of legal terminology and of basic investigative techniques.
- Fluency in Spanish is helpful but not required.

**BENEFITS:**

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Eleven (11) paid holidays per year.
- Mandatory participation in the federal retirement system and social security program.
- Thrift Savings Plan –Employer matching up to an additional 5% of employee contribution.
- Optional participation in the federal health insurance program of your choice.
- Optional vision and dental programs are offered as well.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Possible participation in Federal Public Service Loan Forgiveness Program.
- Employee fitness center on-site.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

**APPLICATION PROCEDURE:**

For consideration, please submit the following as a **single PDF document**:

- Cover letter and resume
- Completed AO-78, Application for Judicial Branch Federal Employment (found on our website at [http://www.ilnp.uscourts.gov/pdfs/AO\\_078.pdf](http://www.ilnp.uscourts.gov/pdfs/AO_078.pdf))
- This position requires you to complete the optional background information on the AO-78.
- Copy of two most recent performance appraisals

**Applicants called for interview will be given a written assessment exercise.**

Complete applications should be submitted via e-mail to [human\\_r\\_ilnp@ilnp.uscourts.gov](mailto:human_r_ilnp@ilnp.uscourts.gov). All application materials should be sent as a **single PDF document**. Please include the Position Announcement # and Position Title in the Subject line of the email. Save your document in the following format: **Last Name, First Name**. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

## **IMPORTANT NOTICE!**

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Probation Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. If an exemption is requested, approval of the exemption is required before the candidate can start employment.

**Only electronic submissions will be accepted.** Applicants must be a citizen of the United States or eligible to work in the United States. All employees are required to adhere to the Code of Conduct for judicial employees. The incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by the Chief U.S. Probation Officer for reasonable cause, subject to subsequent fitness-for duty evaluations. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to interview only those applicants who have demonstrated that they possess these preferred qualifications. Due to the volume of applicants received, the probation office will contact only those applicants who will be tested or interviewed.

**The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.**

***THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKFORCE.***